

1 IN THE UNITED STATES DISTRICT COURT  
2 FOR THE WESTERN DISTRICT OF PENNSYLVANIA

3 - - -

4 DAVID A. DOWS, )  
 )  
5 Plaintiff, )  
 ) Civil Action  
6 vs. ) No. 04-341 ERIE  
 )  
7 PENNSYLVANIA CIVIL SERVICE )  
 COMMISSION and JOHN DOE, )  
8 )  
 Defendants. )  
9

10 - - -

11 Deposition of J. STEPHEN SHARTLE  
12 Wednesday, December 21, 2005

13 - - -

14 The deposition of J. STEPHEN SHARTLE,, called as  
15 a witness by the plaintiff, pursuant to notice and the  
16 Federal Rules of Civil Procedure pertaining to the  
17 taking of depositions, taken before me, the  
18 undersigned, Eugene C. Forcier, Stenographer  
19 Commissioner in and for the Commonwealth of  
20 Pennsylvania, at the Office of the Attorney General,  
21 Commonwealth of Pennsylvania, Litigation Section,  
22 Strawberry Square, Harrisburg, Pennsylvania 17120,  
23 commencing at 9:33 o'clock a.m., the day and date  
24 above set forth.

25 - - -

20 COMPUTER-AIDED TRANSCRIPTION BY  
21 MORSE, GANTVERG & HODGE, INC.  
22 ERIE, PENNSYLVANIA  
23 814-454-6655

24 - - -

25



1 their 40's, et cetera.

2 Q And so forth?

3 A Yes.

4 Q And as you recall, did you provide that  
5 data to Mr. Dows?

6 A Yes, we did.

7 Q And at some point did you learn that  
8 Mr. Dows had been appointed as a per diem caseworker,  
9 by the Office of Children and Youth?

10 A That same conversation, I found that out,  
11 yes.

12 Q And the employer in that instance would  
13 have been OCY in Erie County, Pennsylvania?

14 A That is correct.

15 Q Did you have any concerns that there had  
16 been a per diem hire of Mr. Dows?

17 A Yes.

18 Q And what were those concerns?

19 A I -- I looked in our records for Mr. Dows'  
20 employment history, I could not find that we had any  
21 record of him working at the Erie County Children and  
22 Youth.

23 Q Now, for the sake of the record, keep it  
24 rounded out, when an individual is hired, who is in a  
25 position covered by the civil service, you know,

1 people loosely call a civil service job, is the hiring  
2 county supposed to notify your agency?

3 A The hiring county, yes, are supposed to  
4 notify us.

5 Q And do they have a particular amount of  
6 time in which they are supposed to do that?

7 A Within five days of the appointment, five  
8 working days of the appointment.

9 Q And when you checked your records, there  
10 was no record of Mr. Dows having been hired by the  
11 county, for that purpose?

12 A That is correct.

13 Q Now, was there -- was there a per diem  
14 category that was governed by this civil service, in  
15 some way?

16 A We don't use the term "per diem".

17 Q Is there a term that you use, that means  
18 essentially the same thing?

19 A I'm not really sure what Erie County meant  
20 by per diem. To me, per diem means something totally  
21 different than what they were -- what they seemed to  
22 be using it as.

23 Q As you saw it, what did you take, in your  
24 professional experience, the term "per diem" to mean?

25 A As far as Erie was concerned?

1 Q Your general understanding, before you  
2 encountered this area?

3 A Per diem had to do with pay, with when you  
4 are on the road, when you are traveling, pay that you  
5 get for your expenses.

6 Q So really, expenses for being away from  
7 your duty station?

8 A Away from your duty station.

9 Q And are there day by day jobs, in that  
10 sense of per diem, that are covered by civil service;  
11 does civil service really have anything to do with  
12 hiring people just for brief periods of time?

13 A Yes.

14 Q And can that apply to any of the job  
15 categories?

16 A Yes, it can.

17 Q When you learned about the per diem hiring  
18 of Mr. Dows, the allegation that it had occurred, did  
19 you make any investigation?

20 A Yes.

21 Q And what did you do?

22 A First thing I did, was contact Erie County  
23 Children and Youth, to ask about the information that  
24 I had received for Mr. Dows.

25 Q And what did you learn?

1           A        Their human resource person advised me that  
2 he had been hired as a per diem employee, without  
3 benefit of the civil service certification.

4           Q        And did you have any concerns about his  
5 having been hired in that way?

6           A        Yes, we did.

7           Q        What were those professional concerns?

8           A        That there was a possibility that his  
9 selection was a violation of the civil service  
10 regulation.

11          Q        Did you ask the county to provide  
12 additional data, or information to you, as part of  
13 your investigation, at that point?

14          A        I don't recall if I did at that point.

15          Q        What was your next step in the  
16 investigation?

17          A        So much happened around the same time, a  
18 lot of things.

19          Q        Yes.

20          A        A couple of things happened, not  
21 necessarily in this order:

22                    I had learned from talking to their human  
23 resource office, about some other things that were  
24 potential problems.

25                    We -- I had my staff review some

1 documentation, previous certifications, that were  
2 issued to Erie County Children and Youth, and I  
3 discussed with my supervisor the possibility of doing  
4 an onsite investigation.

5 Q Who was your supervisor at that time?

6 A Aubrey Watkins.

7 Q And what did you and Mr. Watkins decide  
8 about an investigation?

9 A We decided that an investigation would be  
10 appropriate in this case.

11 Q And so the Commission then began its own  
12 investigation?

13 A That's correct.

14 Q And were you the prime investigator?

15 A Yes, sir.

16 Q What were the main points that you learned  
17 in your investigation?

18 A We -- we -- we learned that Erie County  
19 Children and Youth had been appointing employees in  
20 the civil service jobs, without civil service  
21 knowledge.

22 We learned that they had been promoting  
23 people, within the organization, without civil service  
24 knowledge.

25 There were actually about 20 different

1 issues that we had problems with, and I just don't  
2 recall what they all were. But they were basically  
3 focused around taking actions with appointments, and  
4 movement of civil service employees, without advising  
5 the Civil Service Commission of what they had done.

6 Q And were a number of these movements of  
7 people in OCY?

8 A It was only OCY.

9 Q So that particular investigation was  
10 confined to that agency?

11 A That is correct.

12 Q Was your contact person, in human  
13 resources, Patrice Berchtold?

14 A Yes, it was.

15 Q And did Miss Berchtold offer an explanation  
16 as to why the county had not been informing the  
17 Commission of these personnel changes?

18 A There were explanations, yes. Yes, they  
19 gave explanations.

20 I'm sorry, I had to think about what was  
21 going on there.

22 Q And what were her explanations?

23 A For the, what she called per diem  
24 employees, which were employees hired, brand new  
25 appointments, without telling us, it was that they

1 wanted to give them a trial employment period, before  
2 they determined whether they wanted to keep them on a  
3 permanent basis, and hire them off the civil service  
4 list.

5                   For the promoted employees, they were  
6 waiting to tell us until after the employee -- let me  
7 backtrack a little bit.

8                   According to them, under their collective  
9 bargaining contract, a promoted employee had some  
10 rights to return to their previous position, if they  
11 didn't like it, for a certain period of time, I don't  
12 recall what that period of time was, and they didn't  
13 want to tell us the person was promoted, until they  
14 were assured that they weren't going to exercise their  
15 return rights to their previous position.

16           Q       And that was an explanation given to you by  
17 Patrice Berchtold?

18           A       Yes, it was.

19           Q       And was that explanation satisfactory to  
20 you, as -- on behalf of the Commission?

21           A       It was not.

22           Q       And so, the having a possible right of  
23 return to a different job is not an exception to the  
24 reporting requirement that the Commission has to  
25 report within five business days?



1 is that right?

2 A Yes, that is correct.

3 Q And their choices, from the list, were made  
4 as if Mr. Dows was not on the list?

5 A Correct.

6 Q Is that fair?

7 A Correct.

8 Q But of course, he was.

9 A Correct.

10 Q Which later the Commission would deal with,  
11 in its order.

12 A Yes.

13 Q But, while the Commission was -- do you  
14 have an opinion as to whether the County of Erie was  
15 in its rights to hire, without hiring Mr. Dows, simply  
16 because they had made the request?

17 A In my opinion, they were within their  
18 rights, yes.

19 Q And if the Commission eventually decided  
20 that Mr. Dows should have been removed from the list,  
21 there would have been no harm and no foul?

22 A That is correct.

23 Q But if the Commission had decided that it  
24 was wrong, which it eventually did, while incorrect  
25 removed Mr. Dows from the list, then that would mean,

1 in practical terms, someone had the position that  
2 should have been offered to Mr. Dows?

3 A That is correct.

4 Q And the Commission then worked to rectify  
5 that as best it could, with its order?

6 A We -- we ordered the Erie County Children  
7 and Youth agency to appoint Mr. Dows, in order --  
8 because of the other two appointments they had.

9 Q Right.

10 And it would be their decision, if they  
11 then wanted to, if you will, bump the last person in  
12 the chain, or accept the fact that they had one more  
13 hire than they had originally planned to have; is that  
14 right?

15 A I am not sure I understand that.

16 Q Assuming, for the sake of discussion, that  
17 the County of Erie had, while ignoring, for whatever  
18 reason, Mr. Dows, had hired the number of people that  
19 it had wanted to have, and then was ordered to hire  
20 Mr. Dows, it was the county's prerogative to decide  
21 whether it wanted to simply have one more person, or  
22 hire Mr. Dows and drop whoever would have been the  
23 lowest ranking person on the civil service list, out  
24 of the people they did hire; would that be right?

25 A We only required them to hire Mr. Dows.

1 Q And then however it plays out, after that,  
2 is not your concern, unless it seems to offend an  
3 individual, and brings to your attention a possible  
4 violation of the civil service laws and regulations?

5 A I suppose that would be possible, yes.

6 Q So really, unless it seemed to cause a  
7 problem to someone else, who chose to complain of it,  
8 that would not be of formal interest to the Commission  
9 how the situation played out of Mr. Dows was hired?

10 A Our only concern was that Mr. Dows be  
11 hired.

12 Q Now, in the description of the entry level  
13 requirements to be a social worker intern versus  
14 coming in as a caseworker, the amount of experience  
15 is -- required, is different for the two lists.

16 A Okay.

17 Q Do you have any knowledge of the decision  
18 making, or any discussions about how to set the amount  
19 of experience that would be necessary to be considered  
20 on the trainee list?

21 A I don't have any knowledge of that.

22 Q Now, in the unassembled test, which is a  
23 useful term we have used in referring to, among other  
24 tests, the county social intern caseworker, there are  
25 various areas that a scorer, a reviewer must give a

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10 Deposition of KARLOS M. DelTORO  
11 Thursday, December 22, 2005  
12 - - -

13 The deposition of KARLOS M. DelTORO,, called as  
14 a witness by the plaintiff, pursuant to notice and the  
15 Federal Rules of Civil Procedure pertaining to the  
16 taking of depositions, taken before me, the  
17 undersigned, Eugene C. Forcier, Stenographer  
18 Commissioner in and for the Commonwealth of  
19 Pennsylvania, at the Office of the Attorney General,  
20 Commonwealth of Pennsylvania, Litigation Section,  
21 Strawberry Square, Harrisburg, Pennsylvania 17120,  
22 commencing at 9:00 o'clock a.m., the day and date  
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1 lists for county social caseworker intern?

2 A Yes.

3 Q Are you aware of any discussions within the  
4 Commission, as to why an intern list is maintained for  
5 county social caseworker?

6 A Am I aware of any discussions? No.

7 Q Do you have a personal professional  
8 understanding as to why there is a county social  
9 caseworker intern list in addition to having a written  
10 exam and a caseworker 2 list?

11 A Yes.

12 Q Why is that?

13 A The county social caseworker intern program  
14 was to be an alternative means, another means by which  
15 management could recruit and retain professionals in  
16 social services.

17 It is meant as another recruitment tool,  
18 and retention tool of management, in addition to other  
19 ways that they hire their human service potentials.

20 Q I can see the theory of it being a  
21 recruitment tool.

22 A Uh-huh.

23 Q How would it enhance retention, except  
24 having more people to start, so more people would be  
25 there to maintain the staff?

1           A       Well, my opinion on that is because you  
2     would introduce someone to -- as part of the intern  
3     process, you would introduce them to how the agency  
4     works, and how public social service work, or human  
5     service work is accomplished, and that would give that  
6     person a -- an early indication as to whether or not  
7     they were suited for that type of work, as compared to  
8     perhaps someone who comes in as a -- initially, as a  
9     permanent caseworker, and then finds that that work  
10    was not exactly what they thought it was going to be.

11                   So, in the one case, you have the person  
12    going through this program, learning what the public  
13    service work is like, and then by the time they get to  
14    the point where they would become a permanent  
15    employee, they would make an informed decision as to  
16    whether or not that would be for them.

17           Q       Now, does it fit your recollection, that to  
18    submit an exam for the social casework intern  
19    position, an individual has to at least be a college  
20    junior?

21           A       I'm sorry, could you repeat that?

22           Q       The individual has to at least be a junior  
23    in college?

24           A       To submit an application for --

25           Q       To submit an application for the social

# MANAGEMENT DIRECTIVE

535.5 Amended  
Number

## COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Use of Trainee Classes in the Classified Service

By Direction Of:



John J. Wilk, Executive Director, State Civil Service Commission

Date:

September 12, 1996

This directive announces policy and procedures for the use of trainee classes. This amendment contains major changes.

1. **SCOPE.** Applies to all agencies with classified service positions in state agencies identified in §3(d), *Civil Service Act of August 5, 1941, P.L. 752, as amended*, and political subdivisions of the Commonwealth which have contracts with the State Civil Service Commission (SCSC) for services and facilities as provided for in §212, *Civil Service Act*.

2. **POLICY.**

- a. Agencies may use trainee classes to qualify employees for working-level positions.
- b. Trainee classes will be established according to needs in the agency to fill positions where qualified candidates are not available or where training programs have been established to develop specialized skills.
- c. All trainee positions shall be filled by established merit system procedures.
- d. Temporary or emergency appointments in trainee classes must be approved by the Executive Director, SCSC, prior to appointment.
- e. The probationary/training period for the trainee level shall be combined with that of the working-level and set at a minimum of three months (90 calendar days) and a maximum of 24 months (730 calendar days) to coincide with the length of training.

f. Probationary/training period for the trainee level may be extended at the discretion of the appointing authority, if written notice thereof is received by the employee not later than one workday before the expiration of the probationary/training period. A copy of the notice shall be submitted simultaneously to the Director. However, the probationary/training period, with or without an extension, may not exceed 24 months from the date of appointment.

g. No reduction of training periods will be authorized.

h. Trainees shall not attain regular status as trainees. Upon satisfactorily completing their training program, each will be promoted by means of position reclassification to the working-level job title for which trained and assigned regular status.

i. Regular status employees promoted, voluntarily demoted, or reassigned to trainee job titles shall be assigned probationary status. During the training period, including extensions thereof, those trainees who are found to be unsatisfactory will be returned to the position and status previously held. Also, during the first three months of training, trainees will be returned at their request to positions previously held.

Distribution: F

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j. Failure to comply with the policies and procedures herein may result in the SCSC disallowing trainee appointments and in the Office of Administration (OA) withholding future use of trainee classes.

### 3. RESPONSIBILITIES.

- a. The OA, with Executive Board approval, will establish trainee classes, designate appropriate pay rates, and specify duration of training periods for state agencies.
- b. The SCSC and the OA, in coordination with the state funding agency, will establish trainee classes and specify duration of training periods for local government agencies.
- c. The SCSC will recruit and examine candidates and establish eligible lists for trainee classes. In coordination with the OA and the employing agency, the SCSC will determine lines of promotion for trainee classes.

### 4. PROCEDURES.

Action By	Step	Action
Employing Agency.	1. Posts all trainee positions.	
	2. Requests appropriate certification(s) to fill vacancy(ies). Reference <i>Manual M580.1, Certification of Eligibles for the Classified Service</i> .	
SCSC.	3. Issues appropriate certification(s).	
Employing Agency	4. Makes selection(s).	
• Supervisor.	5. Prepares and authenticates a plan for each trainee declaring that:	
	a. A customized work-training plan has been developed for the trainee using the guidelines in Enclosure 2.	
	b. Training progress reports will be completed regularly in accordance with the work-training plan.	
	c. The trainee understands the work-training plan and has been furnished a copy.	
•	d. The work-training plan and the training progress reports, when completed, will be available for review by SCSC and the OA.	

### d. Agencies are to:

(1) Use Enclosure 1, which shows trainee classes, duration of training periods, and normal lines of promotion when establishing training level positions.

(2) Assess each trainee's education and work experience and prepare individual work-training plans. Copies of the approved work-training plan will be filed in the trainee's personnel folder. Retention of the file copies will be for two years following the training completion date. All approved training plans will be made available for periodic review by the SCSC, by the OA for state agencies, and the funding agency for non-state agencies (see Enclosure 2).



Action By	Step	Action
<ul style="list-style-type: none"> <li>• Employing Agency Supervisor.</li> </ul>	6.	Submits the completed plan in original to the agency Personnel/Training Officer within 15 workdays after appointment of the trainee.
<ul style="list-style-type: none"> <li>• Agency Personnel/ Training Officer.</li> </ul>	7.	Notifies the requesting supervisor of acceptance or rejection within 10 workdays of receipt of the completed plan. In case of rejection, submits the reason for rejection in writing.
OA.	8.	Periodically interviews randomly selected trainees.
<ul style="list-style-type: none"> <li>• SCSC.</li> </ul>	9.	Automatically issues End-of-Training Report, CEC-711 to employing agency two months before the trainee's probationary period ending date.
Employing Agency.	10.	Promotes trainees who successfully complete their training periods to the job titles for which trained. Separates or returns to positions previously held, as applicable, those trainees who do not successfully complete the training at or before the end of the specified period.
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	11.	Annotates a copy of the CEC-711, indicating as applicable, those trainees who have not successfully completed the training at or before the end of the specified period. Submits the annotated CEC-711 to the Technical Assistance and Audit Division (TAAD), SCSC, prior to the end of the training period. Extensions of the initial end-of-training period should also be notated indicating the new end-of-training period.
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		<p><b>NOTE:</b> If additional training time is required, state agencies must submit a written request to the Office of Administration, Training and Development Division. Non-state agency requests must be submitted to the state funding agency. State and non-state agencies must provide a copy to the SCSC identifying the amount of time needed and the reasons therefor. Such requests must be submitted 10 calendar days prior to the end-of-training period.</p>

Enclosures:

- 1 – Classified Service Trainee Classes.
- 2 – Guidelines for Developing Individual Work-Training Plans for Trainees.

**This directive supersedes Management Directive 535.5 dated February 23, 1987.**

**CLASSIFIED SERVICE TRAINEE CLASSES**

<b>Trainee Class Code</b>	<b>Working-Level Class Code</b>	<b>Class Title</b>	<b>Training Months</b>
01350	01351	Communications Operations Specialist Trainee Communications Operations Specialist 1	12
01600		Computer Systems Intern See Management Directive 515.17	6
01605	01610 01730	Automated Technology Trainee Computer Systems Analyst 1 Computer Programmer 2	12
03400	03410	Insurance Company Examiner Trainee Insurance Company Examiner 1	12
03890	03900	Revenue Field Auditor Trainee Revenue Field Auditor 1	12
04528	04529	Actuarial Associate 1 Actuarial Associate 2	12
06654	06655	Employment Security Audit and Investigation Trainee Employment Security Audit and Investigation Specialist	12
06703	06704	Unemployment Compensation Tax Technician Trainee Unemployment Compensation Tax Technician	12
07300	07310	Appeals Referee Trainee Appeals Referee	12
07349	07350	Workers' Compensation Judge Trainee Workers' Compensation Judge	12
0800A*		Government Career Associate (Accounting & Business Administration)	12
0800C*		Government Career Associate (Corrections & Police)	12
0800D*		Government Career Associate (Data Processing)	12
0800G*		Government Career Associate (General)	12
0800S*		Government Career Associate (Social & Behavioral Sciences)	12
08010	01010 02300 03470 03500 05010 05221 05370 05427 06410 08050 08110 08630	Administration and Management Trainee Management Analyst 1 LCB Facilities Analyst 1 Life & Health Insurance Policy Examiner 1 Property & Casualty Insurance Policy Examiner 1 Personnel Analyst 1 Equal Opportunity Specialist 1 Insurance Investigator 1 Business Enterprise Analyst 1 Employment Security Specialist 1 Program Analyst 1 Budget Analyst 1 Administrative Officer 1	12

<b>Trainee Class Code</b>	<b>Working-Level Class Code</b>	<b>Class Title</b>	<b>Training Months</b>
0803A*		Administrative Analyst (Business Administration)	12*
0803B*		Administrative Analyst (Computer Science)	12
0803C*		Administrative Analyst (Economics)	12
0803D*		Administrative Analyst (Mathematics)	12
0803E*		Administrative Analyst (Public Administration)	12
0803F*		Administrative Analyst (Labor Relations)	12
0803G*		Administrative Analyst (Political Science)	12
0803H*		Administrative Analyst (Personnel Assessment)	12
08100*		Pennsylvania Management Intern	18
08180		Financial Programs Trainee	12
	03020	Accountant 1	
	03470	Life and Health Insurance Policy Examiner 1	
	03500	Property and Casualty Insurance Policy Examiner 1	
	03620	Auditor 1	
	03700	Audit Specialist 1	
	03730	Corporation Tax Officer 1	
	08110	Budget Analyst 1	
	08850	Accounting Systems Analyst 1	
08900		Accounting Intern See Management Directive 515.19	6
09551		Retirement Technician Trainee	12
	09552	Retirement Technician	
1110A-F		Engineering Intern (All parentheticals) See Management Directive 580.36	6
11119		Civil Engineer Trainee	12 or 15***
	1112B**	Civil Engineer Bridges	
	1112G**	Civil Engineer General	
	1112H**	Civil Engineer Hydraulic	
	1112S**	Civil Engineer Structural	
	1112T**	Civil Engineer Transportation	
	11118**	Civil Engineer Supervisor	
11600		Transportation Planning Specialist Trainee	12
	10859	Traffic Control Specialist	
	11670	Transportation Planning Specialist 1	

<b>Trainee Class Code</b>	<b>Working-Level Class Code</b>	<b>Class Title</b>	<b>Training Months</b>
12010		Engineering Technician	12
	10300	Highway Drafter	
	10620	Transportation Construction Inspector	
	10780	Bridge and Structural Drafter	
	1084T	Traffic Control Technician 2	
	12220	Transportation Survey Technician	
	17147	Real Estate Technician	
	17150	Real Estate Appraiser 1	
	17370	Utility Relocation Technician	
13300		Architectural Designer Trainee	12
	13310	Architectural Designer 1	
13400		Electrical Engineer Trainee	12
	13410**	Electrical Engineer 1	
13500		Mechanical Engineer Trainee	12
	13510**	Mechanical Engineer 1	
13600		Mining Engineer Trainee	12
	13610**	Mining Engineer 1	
14000		Air Pollution Control Engineer 1	12
	14010	Air Pollution Control Engineer 2	
	G2001	Fixed Utility Valuation Engineer	
14510		Sanitary Engineer Trainee	12
	14520	Sanitary Engineer 2	
	G2001	Fixed Utility Valuation Engineer 1	
14900		Geologist Trainee	12
	14920	Geologist 1	
	15020	Hydrogeologist 1	
17570		Air Monitoring Equipment Specialist Trainee	12
	17580	Air Monitoring Equipment Specialist	
30000		Aide Trainee	6
	30010	Psychiatric Aide	
	30080	Restoration Aide	
	30320	Nurse Aide	
	31360	Therapeutic Activities Aide	
	31420	Residential Services Aide, MR	
30100		Forensic Security Employee Trainee	12
	30110	Forensic Security Employee 1	
39210		Public Health Program Representative 1	12
	39220	Public Health Program Representative 2	
46030		Parole Agent 1	6
	46040	Parole Agent 2	

<b>Trainee Class Code</b>	<b>Working-Level Class Code</b>	<b>Class Title</b>	<b>Training Months</b>
47200	47210	Corrections Officer Trainee Corrections Officer 1	12
49080-49120		Public Services Trainee See Management Directive 535.4	6
54310	54320	Park Manager Trainee Park Manager 1	12
60001	60000	Waterways Conservation Officer Trainee Waterways Conservation Officer	12
60100	60110	Game Conservation Officer Trainee Game Conservation Officer	9
61019	61020	Fish Culturist 1 Fish Culturist 2	12
71060	71070	Safety Inspector Trainee Safety Inspector	12
71109	71110	Boiler Inspector Trainee Boiler Inspector	12
71209	71210	Elevator Inspector Trainee Elevator Inspector	12
72061	72062	Forensic Scientist Trainee Forensic Scientist 1	6
75400		Environmental Trainee	12
	28415	Environmental Planner 1	
	71580	Surface Mine Conservation Inspector	
	75110	Sanitarian	
	75260	Radiation Protection Specialist	
	75410	Air Quality Specialist	
	75610	Water Quality Specialist	
	75810	Solid Waste Specialist	
	75910	Mining Specialist	
75500	75510	Industrial Hygienist Trainee Industrial Hygienist	12
91319	91320	Highway Maintenance Manager Trainee Highway Maintenance Manager 1	15
97270	97300	Water Treatment Plant Operator Trainee Water Treatment Plant Operator	6
97280	97310	Sewage Treatment Plant Operator Trainee Sewage Treatment Plant Operator	6
97290	97320	Mine Drainage Treatment Plant Operator Trainee Mine Drainage Treatment Plant Operator	6

<b>Trainee Class Code</b>	<b>Working-Level Class Code</b>	<b>Class Title</b>	<b>Training Months</b>
G1000		Fixed Utility Financial Analyst Trainee	12
	G1001	Fixed Utility Financial Analyst 1	
	G4001	Utility Energy and Conservation Analyst 1	
G1100		Public Utility Auditor Trainee	12
	G1101	Public Utility Auditor 1	
G2000		Fixed Utility Valuation Engineer Trainee	12
	G2001	Fixed Utility Valuation Engineer 1	
G3000		Transportation Tariff Examiner Trainee	12
	G3001	Transportation Tariff Examiner 1	
G3100		Transportation Application Specialist Trainee	12
	G3101	Transportation Application Specialist	
L0002		County Public Services Trainee Clerical Services	3 to 6
	L0011	Clerk 1	
	L0021	Clerk Stenographer 1	
	L0031	Clerk Typist 1	
	L0081	Stock Clerk 1	
L0003*		County Public Services Trainee Human Services	3 to 6
L0044		Data Recording Machine Trainee	6
	L0045	Data Recording Machine Operator	
L0310		Accountant Trainee	12
	L0311	Accountant 1	
L0350		Field Auditor Trainee	12
	L0351	Field Auditor 1	
L0400*		Administrative Analyst (Public Admin.)	12
L0430		Computer Operation Trainee	6
	L0431	Computer Operator 1	
L0434		Computer Programming Trainee	6
	L0435	Computer Programmer 1	
L0560		Planner Trainee	12
	L0561	Planner 1	
L0618		County Social Casework Intern	6
	L0624	County Caseworker 2	
	L0635	Aging Care Manager 2	
L0647		Aging Care Manager 1	6
	L0635	Aging Care Manager 2	
L0680		Drug/Alcohol Prevention Specialist Trainee	12
	L0681	Drug/Alcohol Prevention Specialist	

<b>Trainee Class Code</b>	<b>Working-Level Class Code</b>	<b>Class Title</b>	<b>Training Months</b>
L0685	L0686	Drug/Alcohol Case Management Specialist Trainee Drug/Alcohol Case Management Specialist	12
L0690	L0691	Drug/Alcohol Resident Worker Trainee Drug/Alcohol Residential Worker	6
L0700	L0710	Drug/Alcohol Treatment Specialist Trainee Drug/Alcohol Treatment Specialist	12
L0770	L0771	Psychological Services Associate Trainee Psychological Services Associate 1	12
L0780	L0781	Rehabilitation Counselor Trainee Rehabilitation Counselor 1	12
L0785	L0786	Residential Program Trainee Residential Program Worker	6
L0881	L0882	Therapeutic Recreational Services Trainee Therapeutic Recreational Services Worker	12
L0901	L0902	Vocational Adjustment Services Trainee Vocational Adjustment Services Worker	6
L0910	L0911	Volunteer Resources Coordinator Trainee Volunteer Resources Coordinator 1	12
L0930	L0931	Youth Development Counselor Trainee Youth Development Counselor 1	12
L1040	L1041	Homemaker Trainee Homemaker	6
L1164	L0651 L0865 L1165	Aide Trainee Mental Retardation Aide 1 Therapeutic Activities Aide Psychiatric Aide 1	6
R9556	R9557	SERS Retirement Counselor Trainee SERS Retirement Counselor	12

\*Working-level job title(s) to be identified by user agency subject to OA and SCSC review and approval.

\*\*Necessary Special Requirement: Certain positions in this class will require licensure as a professional engineer by the Commonwealth of Pennsylvania or a reciprocal jurisdiction. These are positions where there can be no exemption from such licensure, as defined under *Section 5, Exemption from Licensure, Professional Engineers Registration Law (as amended)*.

\*\*\*The standard training period is 15 months. However, the training period may be reduced to 12 months if the trainee has appropriate summer intern work experience.

Requests for the use of job titles not listed should be sent to the Training and Development Division, Bureau of Personnel, OA, for state agencies and the SCSC for non-state agencies.

Current as of Executive Board Amendment No. 591

**GUIDELINES FOR DEVELOPING INDIVIDUAL  
WORK-TRAINING PLANS FOR TRAINEES**

The following applies to the development of individual work-training plans. Each will:

1. Begin with a brief general statement of purpose to include the following elements:
  - a. Space for trainee's name, social security number, employee number for state agencies, work location, and telephone number.
  - b. Name of the department/commission/bureau/division/etc. providing the training experiences.
  - c. Beginning and ending dates of the training period.
  - d. Specific training experiences to be provided.
  - e. Trainee job title and working level job title.
2. Identify specific performance-based objectives to be accomplished by the conclusion of the training period.
  - a. Each objective should describe what the trainee should be able to do.
  - b. Specific learning objectives should be stated for training experiences provided by each assigning division/unit/etc.
3. Identify the person responsible for training.
4. Include a schedule of training experiences to identify the step-by-step training process. For each training experience the schedule should contain:
  - a. A detailed identification.
  - b. Objectives.
  - c. A specific time frame for each segment of training.
  - d. Name and job title of each supervisor.
5. Identify all essential in-service and out-service training experiences to include:
  - a. Purpose.
  - b. Objectives.
  - c. Time frame.
  - d. Source.
6. Identify the evaluator of the trainee's performance for each phase of the training experience.
- 7. Provide name, position, date, and signature of trainee's supervisor.
- 8. Provide name, position, date, and signature of trainee.
- 9. Give a statement of approval or disapproval, including name, position, date, and signature of agency personnel training officer. If disapproval is recommended, the reasons must be stated.



**Commonwealth of Pennsylvania  
State Civil Service Commission**

Rev. 1/99

Job Code: L0618

**EVALUATION GUIDE**

**Orig. Date:** October 20, 1988  
**\*Rev. Date:** July 12, 2001

**Job Code and Job Title**  
 L0618 – County Social Casework Intern

**Consultants** Ned Scheer, Joe Spear – DPW  
 Sue Devine, Aging

**Analyst** Roberta Arnesen

**Equivalency?** ☐ ☒  
 Yes No

**\*The Pennsylvania residency requirement has been  
 waived for this job title.**

**Necessary  
 Special Requirement?** ☐ ☒  
 Yes No

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**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

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Enrollment as a full-time student with junior standing in an accredited undergraduate bachelor's degree program in sociology, social welfare, psychology, gerontology, or other related social science; completion of the first semester of the junior year (or 75 credits); and satisfactory completion of fifteen (15) credits in one of the major fields of study.

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**EVALUATION POLICY**

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The junior standing enrollment is being interpreted to include any student who currently has junior standing or who has been a full-time student with junior standing but who has not or will not receive a bachelor's degree prior to application.

Acceptable coursework includes any of the social sciences. The fifteen credits must all be in one major field of study.

Students who anticipate meeting these minimum requirements at the end of their current semester are eligible.

